

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 14-Aug-2003		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVAL SURFACE WARFARE CENTER, CARDEROCK CODE 3352, ANNMARIE BARTHOLOMEO 5001 SOUTH BROAD ST PHILADELPHIA PA 19112-5083		CODE N65540		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. N65540-03-R-0001	
				X		9B. DATED (SEE ITEM 11) 25-Jun-2003	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A.THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B.THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C.THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D.OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Incorporate some changes							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		14-Aug-2003	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

- A. The following represents a question received for clarification of the original solicitation. The answer follows the question:

Question - Page 68 - Support Costs - even though there will be G&A and/or M&S burdens on support costs, can the contractor assume that these costs are included in the NTE amounts and not add costs to the NTE amount, but only identify the percentage of burdens?

Answer – All indirect costs (i.e., G&A, M&S burdens) are included in the NTE amount and not in addition to the amounts listed in Section B. The contractor needs to identify with its proposal the percentage of burdens.

- B. In regards to Questions 3, 16, and 21 of Amendment No. 0001, enclosed are copies of Sections L & M reflecting changes made from Amendment No. 0001.
- C. The work on the USS THEODORE ROOSEVELT under the Sample Task Order will be performed at Norfolk Naval Shipyard, Portsmouth VA.
- D. The date and hour specified for receipt of offers remains at 3 September 2003, 1300 hours.

SECTION L Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY REFERENCE:

52.204-6	Data Universal Numbering System (DUNS) Number	JUN 1999
52.214-34	Submission Of Offers In The English Language	APR 1991
52.214-35	Submission Of Offers In U.S. Currency	APR 1991
52.215-1	Instructions to Offerors--Competitive Acquisition	MAY 2001
52.215-16	Facilities Capital Cost of Money	OCT 1997
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data	OCT 1997
52.216-27	Single or Multiple Awards	OCT 1995
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-46	Evaluation Of Compensation For Professional Employees	FEB 1993
52.232-28	Invitation to Propose Performance-Based Payments	MAR 2000
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	JUN 1995

CLAUSES INCORPORATED BY FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of an indefinite delivery/indefinite quantity cost plus fixed fee multiple award task order contract resulting from this solicitation.

52.233-2 SERVICE OF PROTEST (AUG 1996)

- (a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

Ms. Anita Nocton, Code 3352
Naval Surface Warfare Center
Carderock Division, Philadelphia
Naval Business Center, Building 4
5001 S. Broad Street
Philadelphia, PA 19112-5084

- (b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

or

<http://www.gsa.gov>

52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

- (a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.
- (b) The use in this solicitation of any _____ (48 CFR Chapter _____) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

CAR-L08 RESUME REQUIREMENTS (JUN 1996) (NSWCCD)

(a) The following information must be provided in the cost proposal for each resume required to be submitted in the technical proposal:

- (1) estimated annual salary;
- (2) total estimated annual hours;
- (3) total estimated hour to be worked under the proposed contract.

Failure to provide this information may impact the Government's evaluation of contractors' proposals. If this information is proprietary to subcontractors, it may be provided under separate cover; however, it must be easily identifiable and readily combined with the rest of the proposal.

CAR-L11 PROPOSAL PREPARATION REQUIREMENT (JUL 2002) (NSWCCD)

It is requested that offerors prepare their proposals in accordance with the following organization, content and format requirements to assist the government in making a complete and thorough evaluation of all proposals. Proposals shall be submitted as three separate documents, as follows:

Documents	Original	Copies
Solicitation, Offer and Award Document (SF-33)	1	2
Technical Proposal	1	5
Cost Proposal	1	5

The "originals" shall be clearly identified as the "ORIGINAL", and bear the original signature(s) of the offeror. The "copies" shall be complete and clearly identified as "COPY" or "DUPLICATE".

In order to facilitate the evaluation process, it is requested that offerors also submit their cost proposal spreadsheets on diskette (in addition to the hard copy requirements stated above). Diskettes shall be in 3.5 inch, high density format, and it is requested that the spreadsheet files be compatible with Windows 95 Version 4.0, Excel 97 Version 8.0. The provision of these spreadsheet files on diskette in no way relinquishes the offeror's responsibility to provide hard copies of the cost proposal.

(1) SOLICITATION, OFFER AND AWARD DOCUMENTS (SF-33 RFP)

This document, which may be used as part of the contract award document, shall be fully executed and returned as a separate document from the technical and cost proposals. Special attention should be taken to accurately enter the prices required in Section B, complete all Representations and Certifications in Section K and ensure that an authorized person signs the offer in Block 17 of Page 1.

The document SHALL NOT be embellished with any cover or binding. If the offeror makes any qualifications to any provisions in the RFP, all such qualifications shall be listed in a cover letter to the proposal. Qualifications may also be annotated on the Solicitation, Offer and Award document, if such annotation is necessary to clarify the qualifications.

(2) TECHNICAL PROPOSAL

The technical/management proposal should be written so that management and engineering oriented personnel can make a thorough evaluation and arrive at a sound determination as to whether the proposal meets the requirements of this solicitation. To this end, the technical proposal shall be so specific, detailed and complete as to clearly and fully demonstrate that the prospective contractor has a thorough understanding of the technical requirements contained in Section C of this solicitation.

Statements such as "the offeror understands," "will comply with the statement of work," "standard procedures will be employed," "well known techniques will be used" and general paraphrasing of the statement of work are considered inadequate. The technical proposal must provide details concerning what the contractor will do and how it will be done. This includes a full explanation of the techniques, disciplines, and procedures proposed to be followed.

The technical proposal shall not contain any reference to cost; however, information concerning labor allocation and categories, consultants, travel, materials, equipment and any information of interest to technical reviewers shall be contained in the technical proposal in sufficient detail so that the offeror's understanding of the scope of the work may be adequately evaluated. The technical proposal shall be page numbered, contain a table of contents, be organized as follows, and shall address in detail the following information:

The evaluation of proposals received will be broken up into five main factors. The technical factors are below with Factor A the most important. Factors B, C, and D are more important than Factor E. Factor E being the least important.

Factor A	Past Performance/Corporate Experience
Factor B	Sample Task Order/Technical Approach
Factor C	Personnel
Factor D	Management/Quality Assurance Plan
Factor E	Facilities

Written Proposals will be required from all offerors for the following factors:

Factor A- Past Performance/Corporate Experience
Factor B- Sample Task Order/Technical Approach
Factor C- Personnel
Factor D- Management/QA Plan
Factor E- Facilities

The oral presentations will be in accordance with the guidelines provided hereto (See Guidelines To Oral Presentations at the end of this clause). Offerors will be allowed ninety (90) minutes for the presentation. Oral presentations will only be required of those offerors determined technically acceptable after review of written proposals. The Procurement Contracting Officer (PCO) has the option of setting a competitive range and limiting oral proposals to only those in the competitive range. Those offerors determined technically acceptable will be required to give oral presentations for the following factors:

Factor A- Past Performance/Corporate Experience in Shipboard Habitability Areas.
Factor B- Sample Task Order/Technical Approach
Factor D- Management/Quality Assurance Plan
Factor E- Facilities

The Contracting Officer will evaluate the labor rates proposed by the offeror. Only the factors detailed below will be evaluated by the Technical panel.

Factor A - Past Performance/Corporate Experience - ORAL PRESENTATIONS AND WRITTEN PROPOSAL REQUIRED

The offerors will be evaluated regarding their corporate experience and past performance on related Shipboard Habitability Related Programs. This will include any habitability work contracts, related work and the level of effort for each of these respective contracts as it relates to engineering support and installation on Shipboard Habitability alterations. Offerors will be required to submit a written list of contracts and tasks performed related to shipboard habitability upgrades. The evaluation of this factor may also include verification of the offeror's "references" and obtaining other information outside the proposals concerning the offeror's performance history such as "CPARS". Any DOD and Navy experience in regards to shipboard habitability work will be more highly rated than private industry type shipboard habitability. An offeror with no relevant past performance history, although neither losing nor receiving credit, may not represent the most advantageous proposal to the Government.

Although this factor alone is the most important of the technical criteria, subfactors Past Performance and Corporate Experience are each individually weighted equally.

SUBFACTOR A-1, CORPORATE EXPERIENCE

Greatest value will be given to those responses which demonstrate corporate experience within the last ten (10) years with engineering and technical services directly related to the processes, procedures, products and services required in the development of Habitability equipment alterations; specifically on naval vessels. Documented functionally related experience within the last ten (10) years will also be evaluated.

SUBFACTOR A-2, PAST PERFORMANCE

Documented functionally related experience within the past ten (10) years will be evaluated which demonstrates the past performances of habitability items as outlined in the Statement of Work, Section C.

Factor B - Sample Task Order/Technical Approach- ORAL PRESENTATIONS AND WRITTEN PROPOSAL REQUIRED.

The offerors will be evaluated on their response to the sample task order presented in the solicitation package. The offerors overall understanding of the work required, the alteration process, their ability to assign the proper personnel, and their ability to perform the work, their QA Workbook & plan/procedures and the offerors POA&M (Plan of Attack and Management) will be evaluated.

Offerors will be required to submit a written proposal documenting the labor categories, labor hours, materials, subcontracts and Other Direct Costs included in the response to the sample task order. Offeror will also provide written POA&M for the sample task order. This will also be evaluated to determine whether the offeror has a clear understanding of the effort involved in providing the expert support required. Oral presentation for the QA workbook and procedures must be presented for the sample task order which will be very important to ensure that all QA procedures are followed and tracked during the installation of the sample task order. QA Workbooks will be required on-site for each and every installation under this contract.

Subfactors Technical Approach/QA Workbook and Material Cost/Labor Hrs. Estimate are listed in descending order

of importance.

SUB-FACTOR B-1, TECHNICAL APPROACH/QA WORKBOOK

The evaluation of this sub-factor reflects the offeror's ability to perform the sample task order as presented in the solicitation.

-To what extent has the offeror shown an understanding of the task? i.e.; has he identified all applicable facets of Habitability system alteration development; and does the technical approach reflect specific knowledge of the installation process?

-Has the offeror identified the selected specifications, logistics and documents that may be impacted/require revision as a result of the task?

-Has the offeror identified the need to update/prepare drawings and other documentation required to perform the task?

-Has the offeror supplied a Quality Assurance Workbook and any other QA Documentation and Management Plan to support this task?

SUB-FACTOR B-2, COST ESTIMATE/ LABOR HR ESTIMATE

-To what extent has the offeror identified a proper mix of management/engineering and technician/trade personnel?

-To what extent are the proposed labor hours associated with the tasks to be performed reasonable and fair?

-Does the offeror provide a reasonable explanation for the costs of materials, subcontracts, travel, and other miscellaneous expenses? Are the estimated costs fair and reasonable?

Factor C – Personnel- WRITTEN PROPOSAL REQUIRED.

Offerors will be required to submit resumes for key personnel. Factor C, Personnel, will be an evaluation of the proposed personnel based on education, training and experience as described in the required labor categories contained under Section C of the solicitation. Availability of the proposed key personnel will be evaluated.

The importance of personnel are listed below as labor categories in descending order of importance along with the minimum amount of resumes required for each coast. The corresponding reference to Section C is also included for easy reference:

Factor C Sub-factors		Resume Required East/West
C-5.* Foreman	Section C-6(A)(4)	14/14
C-1.* Quality Assurance Inspector	Section C-6(A)(6)	2/2
C-3.* Project Superintendent	Section C-6(A)(1)	1/1
C-4.* General Foreman	Section C-6(A)(3)	2/2
C-2.* Engineer	Section C-6(A)(2)	1/1
Total Resumes		20/20

*Key personnel

The required minimum number of key personnel resumes will be 40. The offerors may submit an additional two. The total is not to exceed 42. The following will be used as a guide for determining how well the offeror's resumes

correspond with the labor categories described in Section C of the solicitation.

-To what extent do the proposed key personnel have specific shipboard experience in the work areas identified in their respective labor categories?

-To what extent do the proposed key personnel have the desired education and training identified in their respective labor categories?

-To what extent do the proposed key personnel have experience in the operation and maintenance of Shipboard Habitability/ Shipboard Laundry/Shipboard Food Service equipment?

-Do the proposed key personnel currently have a security clearance, or, are they capable of obtaining a security clearance?

-To what extent are the proposed key personnel current employees of the offeror versus contingency hires? Signed letters of intent must be presented for all contingency hires, signed by both parties.

-Are the proposed key personnel being utilized on an overlapping contracting requirement?

Factor D - Management/Quality Assurance Plan- ORAL PRESENTATIONS AND WRITTEN PROPOSAL REQUIRED.

The proposals should include a thorough management/quality assurance plan for implementing the various tasks. This plan will be evaluated with regard to the sound management and engineering principles employed, quality assurance techniques/training such as written approved procedures for removals, electrical safety procedures for removals and installation, piping/welding safety procedures for removals and installation and training documentation for such procedures. Offerors will provide written QA workbook that will be used for the sample task order that must be available at the on-site installation. The on-site QA Workbook must have all Qualifications and Certifications for welders, brazers, QA personnel. This applies to prime and subcontractors. Any Task Group Instruction (TGI) QA check points and offerors own QA check points as applicable to the sample task order must be included in QA Workbook. Offerors will submit in writing all welding procedures, that the offeror is capable of performing. Upon award of contract, these welding procedures will be reviewed and approved by NSWCCD-SSS Philadelphia Welding Dept to be used for this contract.

Offerors will be required to present all of the company's safety incidents on board Naval Ships for the past 5 years during the oral presentation, including the company's authorized sub-contractors. A safety incident includes red tags violation, hot work violations, cutting of any piping, cables etc that is not authorized, and/or any other incidents that required a formal critique. Offerors will explain in detail for at least one incident the procedures that they have in place for the investigative reporting, training, resolving the fix or corrective action taken and what steps/ written procedures that will take place to ensure that this type of incident does not happen again. Offerors will also be required to explain in detail if the same safety incident occurred more than once in the company during the past 5 years.

Written proposals should also evidence the extent to which Small, Small Disadvantaged, Veteran Owned, Service Disabled Veteran Owned, and Women-Owned Businesses, Historically Black Colleges or Universities and Minority Institution Subcontracting are specifically identified in the proposal and subcontracting plan, the extent of commitment to use such firms, the complexity and variety of the work such firms are to perform and the extent of participation of such firms in terms of the value of the total acquisition will be evaluated. Although FAR 52.219-9 does not apply to small businesses, FAR 52.219-8 does apply and a small business will be required to address this factor.

Evaluation of Factor D will be based on the offerors demonstration of their ability to provide an adequate organizational structure management plan and quality assurance plan to accomplish the Statement of Work, Section C. This factor is broken up into four (4) sub-factors, listed in descending order of importance:

Factor D Sub-factors**D-1 Quality Assurance Plan****D-2 Organizational Structure****D-3 Management Ability****D-4 Management of participation by Small and
Small Disadvantaged Business****SUB-FACTOR D-1, QUALITY ASSURANCE PLAN**

The evaluation of this sub-factor is related to the offeror's Quality Assurance Workbook & Plan.

Greatest value will be given to those offerors who possess and maintain an effective quality assurance plan during the installation, from start to finish of the task. This plan should demonstrate the offerors capability to document/training and initiate QA safety procedures/check points necessary to accomplish the varied task areas involved.

SUB-FACTOR D-2, ORGANIZATION STRUCTURE

The evaluation of this sub-factor is related to the offeror's organizational structure for controlling the tasks specified in the Statement of Work, Section C.

Greatest value will be given to those offerors who propose an adequate organization which can coordinate large efforts and assert effective management and cost control and supervision of personnel (including subcontractor, if any) to ensure timeliness and accuracy of deliverables for the varied task areas involved.

SUB-FACTOR D-3, MANAGEMENT ABILITY

The evaluation of this sub-factor is related to the offerors management ability.

Greatest value will be given to those offerors who demonstrate the capability of managing labor and facility resources, which can effectively control and report cost and performance and who can resolve problems. The offeror should demonstrate the capability to effectively respond to fluctuations in workload, manage separate and overlapping tasks, and add and reduce manpower when required.

**SUB-FACTOR D-4, MANAGEMENT OF PARTICIPATION BY SMALL & SMALL
DISADVANTAGED BUSINESS**

The evaluation of this sub-factor is related to the extent to which offerors identify and commit to small business and to small disadvantaged business, historically black college and university, or minority institution performance of contract, whether as a joint venture, teaming arrangement, or subcontractor.

Criteria for evaluation may include:

- a. The extent to which firms are specifically identified in proposals
- b. The extent of commitment to use such firms
- c. The complexity and variety of the work small firms are to perform
- d. The realism of the proposal
- e. The extent of participation of such firms in terms of the value of the total acquisition.

Although FAR 52.219-9, Small Business Subcontracting Plan, does not apply to small businesses, FAR 52.219-8, Utilization of Small Business Concerns does apply and a small business will be required to address this factor.

Factor E – Facilities- ORAL PRESENTATIONS AND WRITTEN PROPOSAL REQUIRED.

The offerors will be evaluated on their demonstration that their facilities meet the requirements listed in the

solicitation. Offerors may be required to present their facilities as requested by the Contracting Officer. This tour will be scheduled to an agreed time and date. NSWCCD-SSES will provide all the names that will attend the tour.

Evaluation of Factor E will be based on the offerors meeting the requirements of the statement of work and overall compliance with the sub-factors. Facilities has four sub-factors. They are listed below in descending order of importance. Site visits to offeror facilities may also be requested on a case by case basis, and will be scheduled on a mutual agreed time and date.

Factor -E Sub-factors

E.1 Eastern/Western United States and Local Offices including Security

E.2 General Fabrication Facilities

E.3 General office Support Facilities, i.e. Communication, E-Mail
and Automated Data Transfer Security

E.4 General Computer Facilities, i.e. Word Processing, CADM, EXCEL, and Internet Links.

(3) COST PROPOSAL

To assist the Government in determining cost reasonableness/realism for this effort, the offeror shall provide sufficient detailed cost information with the proposal to make this determination. In preparing the cost proposal, it is essential that the offeror breakout and identify separately for each year of the contract, the following types of cost elements listed below. The following is only an example of the various types of cost elements which may be applicable but not necessarily limited to:

Direct Labor Costs:

(1) Information including the name, title, and actual hourly rate shall be provided by the Offeror for each individual proposed for the labor categories identified in Sections C.4 and C.6. If the Offeror proposes direct labor rates based on a composite rate structure, then the Offeror shall clearly identify the individuals comprising the composite, their respective actual hourly rates, and method used to derive the composite rate.

(2) If an Offeror's proposed labor category differs in name from those listed in Section C.6, a chart shall be included which identifies how these categories correspond to the ones listed in the solicitation.

(3) The Offeror shall identify any escalation rates utilized in the preparation of their cost proposal, and shall provide historical information pertaining to the actual escalation rate experienced over the past three (3) year period.

(4) Offerors are reminded that the staff proposed in the technical proposal must be the same staff proposed in the cost proposal.

(5) The Offeror shall provide a copy of the Employment Contract for any individual proposed who is not currently employed by the Offeror or subcontractor (if proposed).

Subcontracting Costs:

The proposal shall include subcontract cost data in the same level of detail as provided for the offeror. Any subcontracting costs shall be supported. It is the Offeror's responsibility to ensure that this support documentation is received by the Government within the timeframe (i.e. closing date) established for this instant solicitation.

Consultants:

If applicable, provide a detailed listing of consultants expected to be used, rationale for selection and associated costs which are proposed for reimbursement. Include those items of costs associated with consultants (i.e. hours proposed, and hourly rate). A copy of the Consultant Agreement shall also be provided by the Offeror.

Indirect Rates:

Offerors shall list the cost elements that comprise the overhead, general and administrative expenses, and the other indirect pools. All indirect rates shall be summarized. Offerors shall list proposed indirect rates, DCAA recommended rates, and historical actuals (audited and unaudited) for the past three years. If proposed rates reflect negotiated forward pricing rates, a copy of the current forward pricing rate agreement shall be provided. If the rates are not negotiated forward pricing rates, then the basis for the proposed rates shall be explained.

Facilities Capital Cost of Money:

If this cost element is proposed, the offeror shall provide information pertaining to the derivation of the FCCOM costs (i.e. FCCOM factors and application bases).

Fee:

Identify the fee rate and total amount proposed and identify the various cost elements for which the fee is being applied.

Support Costs:

These costs reflect all other direct costs which are not labor costs. For proposal purposes, the not-to-exceed (NTE) amounts for the support costs (material, travel and computer usage) have been identified in Section B. Along with these costs, the Offeror may include a cost element associated with a G&A/handling rate associated with these costs. If a G&A/handling rate is proposed for these support costs, the Offeror shall identify these costs and their applicable rate as provided in Section B. Lastly, It should be noted that all support costs are non-fee bearing costs.

GUIDELINES TO ORAL PRESENTATION

1. Government Attendance: The Government attendance will be up to but not more than five (5) technical representatives and two (2) contracting representatives. Not all of these attendees will be voting members. At least two technical and both contracting representatives will be present in a non-voting capacity. Support personnel such as video photographers shall not be included in this count.
2. Video Taping: The Government intends to videotape presentations and this video may be utilized when the source selection team evaluates the offerors.
3. Presenters: Presentation by the offeror is to be made in person by no more than four (4) of the offeror's key personnel. Any presenters whose resume was not presented in the technical proposal will be asked to leave the room. Offerors may have two additional people (Company President, Vice -President) as spectators for the presentation. These two spectators may not speak during the presentation, but may participate in the closing section of the presentation to add any comments. These two spectators need not be key personnel.
4. Medium: Only overhead slides shall be used during the oral presentation. Five copies of the presentation will be provided to the Government at the time of the offeror's presentation. No additional information shall be distributed at the presentation. Greatest value will be given to those offerors who present a clear, legible and concise presentation and slides that best define the offeror's abilities. Personal laptops may be utilized; however, the offeror must supply its own equipment and is responsible for any setup of hardware and software for its oral presentation. The government will only supply the overhead viewgraph projector, if necessary. Animation of the presentation is permitted.
5. Location: The oral presentation shall take place on site at NSWCCD-SSES in Philadelphia Naval Business Center, Building 4. Ninety (90) minutes will be allowed for the presentation.
6. Time Frame: The oral presentations shall take place within four (4) weeks after the Government determines a written proposal technically acceptable. Upon this determination, the contracting officer or her representative will determine the order of oral presentation. Offerors will then be sent a memorandum with the date and time of oral presentation.
7. Offerors will present either in the morning or afternoon session following the schedule below: (morning session begins at 0830 and afternoon session begins at 1300. Session 15 Minutes)
 - Introductions/Instructions
 - 90 Minutes
 - Oral Presentation utilizing graphs submitted with the technical proposal
 - 25 Minutes
 - Questions submitted by Evaluation Committee to Offeror
 - 30 Minutes
 - Offerors will be placed in an area free of distraction, computers, and telephones to discuss their response to questions submitted by the Evaluation committee. No communication with any outside source is permitted during the answer/ review period. Cellular phones are strictly prohibited to be in the review room.
 - 15 Minutes
 - Clarification, if required. See paragraph 7.1 below.
- 7.1 Clarification of oral presentation subject matter may take place during the presentations or during the final 15 minutes of the presentation. The government may request clarification of any points addressed which are

unclear and ask for elaboration by the offeror on any subject which was not adequately supported. Any such interchange between the offeror and the government will be for clarification only, and will not initiate discussions within the meaning of FAR 15.601. The time required for clarification will not be counted against the offeror's time limit.

- 7.2 Material referenced in the presentation, but not included in the presentation, shall not be accepted and shall not be used in evaluation.

SECTION M Evaluation Factors for Award

CLAUSES INCORPORATED BY REFERENCE:

52.217-5 Evaluation Of Options

JUL 1990

CLAUSES INCORPORATED BY FULL TEXT

CAR-M02 AGENCY SPECIFIC PROVISION - EVALUATION OF PROPOSALS (AUG 1999) (NSWCCD)

(a) **General.** Careful, full and impartial consideration will be given to all offers received pursuant to this solicitation, and the evaluation will be applied in a similar manner. Factors against which offers will be evaluated (e.g., Technical Capability and Cost) are set forth below and parallel the solicitation response called for elsewhere herein.

(b) **Initial Evaluation of Offers.** An evaluation plan has been established to evaluate offers pursuant to the factors set forth in (g) below and all offers received will be evaluated by a team of Government personnel in accordance with the plan. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price.

(c) **Evaluation Approach.** The following evaluation approach will be used:

(1) *Technical Proposal.* The evaluators will prepare a narrative description and assign a point score for each technical evaluation factor. All evaluation factors other than cost or price will be combined into a merit rating of either acceptable, unacceptable but susceptible of being made acceptable, or unacceptable.

(2) *Cost or Price Proposal.*

(i) Although cost or price is not scored, numerically weighted, or combined with the other evaluation factors to establish a merit rating, it will be evaluated for magnitude and realism. The determination of the magnitude of the cost proposal will be based on the total of all proposed costs. Cost realism is a determination of the probable cost of performance for each offeror. In those evaluations where all other evaluation factors, when combined, are approximately equal to cost or price, the degree of importance of the cost or price factor will increase with the degree of equality of the proposals in relation to the other factors on which selection is to be based.

(ii) Proposals which are unrealistic in terms of technical or schedule commitments or unrealistically high or low in cost may be deemed reflective of an inherent lack of technical competence, or indicative of a failure to comprehend the complexity and risks of the proposed work, and may be grounds for rejection of the proposal. If the proposed contract requires the delivery of data, the quality of organization and writing reflected in the proposal will be considered to be an indication of the quality of organization and writing which would be prevalent in the proposed deliverable data. Subjective judgment on the part of the Government evaluators is implicit in the entire process. Throughout the evaluation, the Government will consider "correction potential" when a deficiency is identified.

(iii) In evaluating cost type offers, realism of the offeror's estimated cost will be considered. "Realism of Estimated Cost" is determined by reference to the costs which the offeror can reasonably be expected to incur in performance of the contract in accordance with the offer. Unrealistic personnel compensation rates (including issues regarding the applicability of uncompensated overtime) will be considered in the cost realism analysis and may be considered in the technical analysis which could reduce the technical score. The purpose of the evaluation is to: (1) verify the offeror's understanding of the requirements; (2) assess the degree to which the cost proposal reflects the

approaches and/or risk that the offeror will provide the supplies or services at the proposed costs; and (3) assess the degree to which the cost included in the cost proposal accurately represents the effort described in the technical proposal. The proposed costs may be adjusted for purposes of evaluation based on the results of the cost realism evaluation. Unrealistic rates will be considered in the risk assessment and may result in a reduced technical score.

(d) Competitive Acquisition Instructions.

(1) If the provision FAR 52.215-1, "Instructions To Offerors--Competitive Acquisition" is included in Section L of this solicitation, the Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.

(2) If the provision at FAR 52.215-1 is used with its Alternate I, the Government intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be in the competitive range.

(3) In either of the above two situations, if the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(e) Discussion/Final Proposal Revisions. The Contracting Officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the Contracting Officer, be altered or explained to enhance materially the proposal's potential for award. The scope and extent of discussions are a matter of Contracting Officer judgment. At the conclusion of discussions, each offeror still in the competitive range shall be given an opportunity to submit a final proposal revision. A final cut-off date for receipt of final proposal revisions will be established by the Contracting Officer.

(f) Basis for Contract Award. The basis for award of a contract(s) as a result of this solicitation will be an integrated assessment by the Contracting Officer of the results of the evaluation based on the evaluation factors and their importance as indicated below. The integrated assessment may include consideration of the strengths and weaknesses of the proposals, and, if deemed necessary by the Contracting Officer, consideration of various types of mathematical models comparing technical points and cost. Ultimately, the source selection decision will take into account the offeror's capability to meet the requirements of this solicitation on a timely and cost effective basis. The Government reserves such right of flexibility in conducting the evaluation as is necessary to assure placement of a contract in the Government's best interest. Accordingly, the Government may award any resulting contract to other than the lowest priced offeror, or other than the offeror with the highest evaluation rating.

(1) The contract resulting from this solicitation will be awarded to that responsible offeror whose offer, conforming to the solicitation, is determined most advantageous to the Government, cost and other factors considered.

(2) All evaluation factors other than cost or price, when combined, are approximately equal to cost or price.

(g) Evaluation Factors. The evaluation factors and significant subfactors are listed below with Factor A the most important. Factors B, C, and D are more important than Factor E. Factor E being the least important.

Factor A – Corporate Experience/Past Performance

Subfactor A-1 Corporate Experience

Subfactor A-2 Past Experience

Factor B – Sample Task Order/Technical Approach

Subfactor B-1 Technical Approach/QA Workbook

Subfactor B-2 Cost Estimate/Labor Hour Estimate

Factor C – Personnel

- Subfactor C-1 Foreman
- Subfactor C-2 Quality Assurance Inspector
- Subfactor C-3 Project Superintendent
- Subfactor C-4 General Foreman
- Subfactor C-5 Engineer

Factor D – Management/ Quality Assurance Plan

- Subfactor D-1 Quality Assurance Plan
- Subfactor D-2 Organization Structure
- Subfactor D-3 Management Ability
- Subfactor D-4 Management of participation by Small and Disadvantaged Business

Factor E – Facilities

- Subfactor E-1 Eastern/Western United States and Local Offices including Security
- Subfactor E-2 General Fabrication Facilities
- Subfactor E-3 General Office Support Facilities, i.e., Communications, E-Mail and Automated Data Transfer Security
- Subfactor E-4 General Computer Facilities, i.e., Word Processing, CADM, EXCEL, and Internet Links